IDAHO MODULAR BUILDING ADVISORY BOARD MEETING

Monday – December 3, 2007 – 9:00 A.M.

Division of Building Safety
Board Conference Room
1090 East Watertower Street, Meridian, ID

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Chairman Ken Roche at 9:03 a.m. on Monday, December 3, 2007.

Board Members Present:	**DBS Staff Members:**
Ken Roche, Chairman	Kelly Pearce, Administrator
Rick Murdock, Vice Chairman	Steve Keys, Deputy Administrator, Operations
Marcus Alley, Secretary	Jack Rayne, Building Bureau Chief
Robert "Chuck" Bleth	Renee Bryant, Administrative Assistant 2
Wayne Hanners	Brandee Pasborg, Office Specialist 2
	Danielle Lefler, Administrative Assistant 2
	Al Caine, Licensing & Compliance Manager
	Lisa Stover, Plans Examiner
	Arlan Smith, Plans Examiner
	Melinda Doan, Technical Records Specialist

♦ **Approval of the December 3, 2007 Agenda**
Casey Wilson, Advanced Modular and Jack Rayne, DBS, requested correspondence from ModSpace and Advanced Modular be added to item five of the agenda.

MOTION: Chuck Bleth made a motion to accept the agenda with the additions. Rick Murdock seconded. All in favor, motion carried.

♦ **Approval of the August 13, 2007 Board Meeting Minutes**
MOTION: Rick Murdock made a motion to approve the August 13, 2007 Board Meeting minutes. Wayne Hanners seconded. All in favor, motion carried.

♦ **Tri-State Reciprocity Meeting**
The Tri-State Reciprocity meeting (Idaho, Oregon and Washington) was held in September. Upon reviewing correspondence from Oregon, the Division will revisit this topic at the February 2008 Board meeting.

ACTION: The Division will address the Tri-State Reciprocity meeting at the February 11, 2008 Board meeting.

♦ **Financial Report**
The Board reviewed the Financial report included in the Board packet.

♦ **Schedule 2008 Meetings**
The proposed 2008 Modular Building Advisory Board meeting dates are as follows: February 11th, April 28th, July 14th and December 8th (Tentative). All meetings will be held at the Division's Meridian office, commencing at 9:00 a.m. (MST).

MOTION: Rick Murdock made a motion to approve the 2008 Modular Building Advisory Board meeting dates. Wayne Hanners seconded. All in favor, motion carried.

♦ **Out-of-State/Third Party Inspection Process**
The Modular Building Act delegated the responsibility of inspecting out-of-state manufacturer's modular units to the Division of Building Safety. Due to inspection criteria, as stated in the Act, Idaho licensing standards and liability concerns, the Division continues to allow the methodology of third party out-of-state inspections.

ACTION: This topic to be addressed at the February 11, 2008 meeting. Chairman Ken Roche encourages board members to provide ideas in which to create uniformity among the in-state/out-of-state manufacturer's modular inspection procedures.

♦ **Administrator's Report**
Conference Room – The conference room has been reconfigured with the new table and chairs.

Division Newsletter – The recently published newsletter was distributed to the board. The Spring 2008 issue will be distributed via U.S. mail. It is anticipated that the Fall 2008 issue will be available electronically through the Division website.

♦ **New/Old Business**
No Insignia Tags on Buildings – Jack Rayne explained the Division's procedure in which to ensure buildings entering Idaho and/or pre-existing buildings in Idaho have the appropriate insignia tags.

ACTION: Upon receiving a "dealers" list from Chairman Ken Roche, Jack Rayne to mail a letter to the dealers and city/county officials informing them of the Division's insignia tag requirements.

MOTION TO ADJOURN: Wayne Hanners moved to adjourn the meeting. Rick Murdock seconded. All in favor, motion carried.

Meeting adjourned at 11:00 a.m.

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KEN ROCHE, CHAIRMAN   C. KELLY PEARCE, ADMINISTRATOR
MODULAR BUILDING ADVISORY BOARD   DIVISION OF BUILDING SAFETY

_____   _____
DATE   DATE